



Chris Christie  
Governor

Kim Guadagno  
Lt. Governor

Allison Blake, PH.D., L.S.W.  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	180-16	<b>ISSUE DATE:</b>	November 10, 2016
<b>TITLE:</b>	<b>EDUCATION PROGRAM ASSISTANT 1</b>	<b>CLOSING DATE:</b>	November 25, 2016
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Education DCF Regional School - Cape May Campus 131 Crest Haven Road Cape May Court House, NJ 08210		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	<b>A16</b>
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	<b>\$41,230.15 - \$58,006.69</b>

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under direction of a supervising official in a state department, institution, or agency, in an educational setting, performs the more responsible detailed clerical duties related to research, reference, statistical, inspection, fiscal, analytical, and interpretive activities within an assigned area; does other related duties as required.

### REQUIREMENTS

**EDUCATION:** Completion of sixty (60) semester hour credits of study from an accredited college or university.

**EXPERIENCE:** Three (3) years of experience in secretarial and/or clerical work with a government agency or private industry.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year- for-year basis with thirty (30) semester hour credits equaling one (1) year of experience.

**SPECIAL NOTE:** Ability to physically lift, move, and position clients as needed.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

#### Electronic Filing:

Forward a cover letter and resume electronically to:

**Jennifer.Dowd@dcf.state.nj.us.**

Include the Job Posting # in the subject line of your email.

#### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Melissa Folk, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, NJ 08625**